SAIS Requirements Related to English Language Learner Programs

9:00 a.m. – 11:30 a.m.

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Contacting the STaR Team

- On demand assistance
- SAIS Information and Updates by E-mail

Dolores Gerritse
Director, STaR Team

Harold Frederick
Senior Training and Support Analyst

Norm Purdy
Senior Training and Support Analyst

Nicole Armstrong
Training and Support Analyst

Wynette Birecki
Training and Support Analyst

Jacob Pawson
Training and Support Analyst

1535 W. Jefferson Street, Bin #13
Phoenix, Arizona 85007

www.ade.az.gov/schoolfinance/star

Phone: (602) 542-5695
Fax: 602) 542-3099

Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

System Training and Response (STaR) Team

Specific Details Related to Submitting and Verifying ELL Data

What is SAIS?

The Student Accountability Information System (SAIS) is made up of several ADE computer systems including the Student Detail Database, School Finance Student Counts System and other systems used for various purposes (i.e., Adequate Yearly Progress, AZ Learns, Special Education Annual Data Collection).

How is the data submitted to ADE?

Information is stored and managed locally through student management systems (SMS) that comply with SAIS data submission requirements. Required data is submitted to the SAIS Student Detail Database via the Internet using the Student Detail Data Interchange (SDDI) on ADE's Common Logon.

Beginning in Fiscal Year 2009, all Arizona English Language Learner Assessment (AZELLA) data will be submitted by Pearson, the third party that publishes and finalizes scoring of the AZELLA.

When is the data submitted to ADE?

By law, data must be submitted to SAIS at least once every 20 school days; however, it is always in the best interests of a local educational agency (LEA) to submit student information so that it is complete and accurate when ADE processes it for purposes related to generating funding and to satisfy other state and federal reporting requirements.

What data is collected in SAIS for ELL students?

- **Student Enrollment** – An ELL student must be enrolled as a member of the school where he/she participates in an ELL program for each day of his/her program participation. Among others, membership related data elements include: enrollment date, enrollment activity (entry code), and grade level.

- **Primary Home Language** – The result of the Home Language Survey taken at the time a student enrolls in a school. The Primary Home Language is reported to SAIS as part of the Student Enrollment transaction.

- **Need Code** – Indicates a student's particular Need (for ELL students this is Limited English Proficiency {LEPS}).

- **Need Entry Date** – Any date within the fiscal year for which the Need exists. Simply indicates that the student has a Need at some point during the reporting year. For students with limited English proficiency, the Need Entry date is only submitted if the student has been assessed as having the Need, but is not participating in the English Language Learner program.

- **Program Code** – Indicates the particular ELL program in which a student participates (i.e., Structured or Sheltered English Immersion, Bilingual with a Waiver, Mainstream).

- **Program Entry Date** – The date a student's ELL program participation begins each year or the date when a student returns to participate in the program during the same year following a previous exit.

- **Program Exit Date** – The date of exit from an ELL program. Submitted if a student exits from an ELL program for any reason during the school year. ELL program exit dates and reasons are not submitted to SAIS if a student participates in an ELL program through the last day of the regular school year.

- **Program Exit Reason** – Code indicating the reason a student has exited from an ELL program. (Required when an exit date is submitted.)

- **Assessment Date** – The date(s) the Oral, Reading and Writing sub-portions of the Arizona English Language Learner Assessment (AZELLA) were administered.*

- **Scaled Assessment Score** – The scaled score achieved by a student on each sub-portion of AZELLA.*

- **Proficiency Level** – Also referred to as Performance Level – The level of proficiency (Pre-Emergent, Emergent, Basic, Intermediate or Proficient) attributed to a student in each sub-area (Oral, Reading and Writing) as measured by AZELLA.*

- **Overall Assessment Result** – Indicates if a student is eligible to participate in an ELL program. The Overall Assessment Result is derived from the Overall Proficiency Level. Beginning in FY 2009, SAIS will determine the Overall Assessment Result based on the Overall Proficiency Level indicated by Pearson and in consideration of all other assessment records that exist on SAIS for a student. Students whose Overall Proficiency Level is anything other than *Proficient* are eligible to participate in an ELL program and are assigned an Overall Assessment Result of *English Language Learner*, or *ELL After Reassessment* as appropriate. Students who have an Overall Proficiency Level of *Proficient* are assigned an Overall Assessment Result of *Initial Fluent English Proficient* or *Reclassified Fluent English Proficient* as appropriate. An Overall Assessment Result of "Continuing Fluent English Proficient" is assigned to a student who was previously *Reclassified as Fluent English Proficient*, has been assessed in accordance with monitoring requirements and whose Overall Assessment Result indicates that he/she continues to be FEP. (Please see "Data Transaction Code Value" for full descriptions of Overall Assessment Results.)*

- **Overall Proficiency Level** – The overall level of English language proficiency (Pre-Emergent, Emergent, Basic, Intermediate or Proficient) attributed to a student as a result of performance on AZELLA.*

Beginning in Fiscal Year 2009, these data elements will be submitted to SAIS by Pearson, the third party that publishes and finalizes scoring of the Arizona English Language Learner Assessment (AZELLA).

Codes used in SAIS

Available for download at http://www.ade.az.gov/sais/saisdbdocs.asp "Data Transaction Code Value." See also "SAIS Codes Applicable to ELL - Fiscal Year 2009" available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star.

How is data verified?

Verify that the data that resides in SAIS are complete and accurate by checking ADE generated reports that are available in the Download Area of the Student Detail Data Interchange. The SDELL71 Report, SDELL72 Report and SDELL70 Report (accessed at the school or district/charter holder level) contain real time (current) raw data that has been submitted to and successfully processed in SAIS. Use the SDELL71 to verify that information for each student who participates in an ELL program is complete and accurate. Use the SDELL72 (for all students) and/or SDELL70 (for individual students) to verify the assessment data that reside in SAIS.

The Student Integrity Status Report (accessed at the school or district/charter holder level) displays error messages for students whose records have failed in ADE SAIS integrity processing. Students whose records fail in integrity processing are usually ineligible for funding. Therefore, it is in an LEA's best interests to appropriately address all integrity errors.

What is the relationship between SAIS data and State funding?

State Aid is based on two factors: 1) Add-on Weight 2) Program participation dates.

Example – The ELL add-on weight is 0.115. Assuming that the student participates in ELL on each of the 3 program participation dates (October 1, December 15, February 1) ELL add-on would be calculated by multiplying the ELL add-on weight (0.115) by the base level amount ($3291.42*).

Base level amount stated without consideration of District/Charter size, isolation of district, or Teacher Experience Index (TEI).

What is the relationship between SAIS data and Federal funding?

Federal funding is based on the count of ELL students in a district or charter. (Count is determined by averaging participation over the three participation dates described above.) The allocation for each student is determined by dividing the total federal allocation for the state by the total number of students reported. Federal funding for ELL is distributed through the Title III LEP Program Grant.

How can I get help if I need further assistance with SAIS issues?

For assistance with issues related to submitting and verifying SAIS data, use the STaR Team "Request for SAIS Training and Assistance" form found at http://www.ade.az.gov/schoolfinance/star. Fill in the required fields, enter a brief description of your training need or support issue and submit the form. Someone from the STaR team will contact you by phone as soon as is possible to discuss your need or issue. Response times vary depending on the volume of requests, but are usually managed so that a call is returned within a few hours.

SAIS Codes Applicable to ELL – Fiscal Year 2009

Note: All code values used in SAIS are officially defined in "Data Transaction Code Values" available for download at http://www.ade.az.gov/sais/saisdbdocs.asp

ELL Need Code

Code	Description
LEPS	English Language Learner

ELL Program Codes

Code	Description
A	Structured or Sheltered English Immersion (SEI)
B1	Bilingual/Dual Language with Waiver 1
B2	Bilingual/Dual Language with Waiver 2
B3	Bilingual/Dual Language with Waiver 3
I	Individual Language Learner Plan (ILLP)

ELL Program Exit Reason Codes

Code	Description
1	Reclassified as Fluent English Proficient (FEP) by reassessment
2	Withdrawn from school
3	Withdrawn by parent request
5	Transferred to a different program (i.e., transferred from SEI to ILLP)
7	Withdrawn due to SPED criteria
8	Transferred to a different track

Assessment Proficiency Level Codes*

Code	Description
PE	Pre-Emergent
E	Emergent
B	Basic
I	Intermediate
P	Proficient

Overall Assessment Result Codes*

Code	Short Description	Definition
3	Reclassified Fluent English Proficient (Reclassified FEP)	The overall result of this assessment shows the ELL student to be proficient. This student previously participated in an ELL program.
4	Initial Fluent English Proficient (Initial FEP)	The overall result of this assessment shows the student to be proficient. This student has never participated in an ELL program in Arizona.
5	English Language Learner After Reclassification (ELLAR)	The overall result of this assessment qualifies the student to be eligible to participate in an ELL program again. This student was previously Reclassified FEP in Arizona.
6	Continuing Fluent English Proficient (Continuing FEP)	This student was previously Reclassified FEP by assessment and is being monitored. *Note: Students must be monitored for two years after being Reclassified FEP.*
7	English language Learner (ELL)	The overall result of this assessment qualifies the student to be eligible to participate in an ELL program.

Note: From Fiscal Year 2008 forward, Overall Assessment Result Codes {1} New ELL and {2} Continuing ELL are not valid for use in SAIS.

* Beginning in Fiscal Year 2009, these data elements will be submitted to SAIS by Pearson, the third party that publishes and finalizes scoring of the Arizona English Language Learner Assessment (AZELLA).

System Training and Response (STaR) Team – SAIS Information Series

New SAIS Requirements for ELL – Fiscal Year 2009

This document is intended to describe changes to SAIS reporting requirements for fiscal year 2009 regarding English Language Learner Programs.

Introduction

There are several changes to SAIS reporting requirements for Fiscal Year 2009 that apply to English Language Learner programs.

- ELL Program Code {M} (Mainstream) will not be applicable from FY 2009 forward.

- A new ELL Program Code {I} is to be used when a student has been placed in an ELL program based on an Individual Language Learner Plan (ILLP) and is in effect from FY 2009 forward.

- Several rules governing the number and timing of assessments that may be administered under specified circumstances that were in effect for FY 2008 will not apply in FY 2009. Instead, from FY 2009 forward, SAIS will allow a student to have records of up to three separate language assessments (AZELLA) administered by an individual school district or charter holder. Assessments may be administered on any day without regard to any previously designated assessment period.

- SAIS Transaction 12, "Student Assessment," will be disabled from FY 2009 forward. Instead, student assessment results will be submitted to SAIS by the third party which publishes and finalizes scoring of the Arizona English Language Learner Assessment (AZELLA).

Program Codes

The Arizona English Language Learners Task Force has specified that the term "mainstream" applies to students who do not participate in an English Language Learner program. From FY 2009 forward the term might describe a student who had formerly participated in an ELL program, but has been assessed as "Fluent English Proficient" and has exited from ELL program participation. The term "mainstream" will no longer describe a particular ELL program or a manner in which ELL instruction is delivered.

From FY 2009 forward, most students classified as English Language Learners in Arizona public schools will be placed in Structured or Sheltered English Immersion

programs (ELL Program Code {A} in SAIS). The bilingual programs that require a waiver of which there are three types, will continue. And, a new program (ELL Program Code {I} in SAIS) has been added for use when students are placed, under specific circumstances in an ELL program based on an Individual Language Learner Plan (ILLP – *rhymes with Phillip*).

Please contact the ADE Office of English Language Acquisition Services should additional details regarding the requirements for placing students in specific ELL programs be needed.

Revised rules applicable to administering assessments

The Office of English Language Acquisition Services (OELAS) had established timelines for initial, and under certain specific circumstances, subsequent language assessments during FY 2008. Going forward, SAIS will only validate that a student has records of no more than three language assessments administered by an individual school district or charter holder during a particular fiscal year.

It is important to keep in mind that while SAIS will allow up to three assessments administered by an individual district or charter holder to exist, for purposes related to SAIS Student Integrity processing, many students will require no more than one assessment per year. SAIS Integrity rules developed to ensure that a student is eligible to participate in an ELL program have not changed.[1] Therefore, we still strongly recommend that school personnel make all necessary efforts to determine a student's assessment history before administering AZELLA to any student who transfers into a school. While these new procedures allow educators greater flexibility in determining when a student should be assessed, it is important to understand that there are no circumstances under which a district or charter may assess a student more than three times within the same fiscal year.

SAIS will impose no restrictions related to assessment date. For purposes related to SAIS Student Integrity processing, an assessment may be administered on any day of the fiscal year. To count an assessment record as unique, SAIS will only need to see that it has a date different than other assessment records. Once SAIS holds records of assessments administered by an individual district or charter on three different dates, it will accept no other assessment records from that district or charter.

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[1] Applicable SAIS rules related to assessment:

1. Each student in a language program must have a record of an assessment administered within the current or past fiscal year in SAIS. The assessment date must be on or prior to the student's language program participation start date for the current school year.

2. The assessment administered on or prior to a student's language program participation start date must demonstrate that the student is in need of language program assistance. (Overall Assessment Result = *ELL*, or *ELL After Reclassification*)

Please see "SAIS Related ELL Student Assessment Rules for FY 2009" available as part of the SAIS Information Series at http://www.ade.az.gov/schoolfinance/star

Submission of student assessments

Final scoring of the Arizona English Language Learner Assessment is done by the test publisher, Pearson[1]. In the past, after scoring assessments, Pearson returned results to school districts and charter schools through the use of *Rapid Reports*. School districts and charter holders were then responsible for submitting assessment results to the ADE via the SAIS Student Detail Data Interchange. From Fiscal Year 2009 forward, Pearson will not only continue to complete the scoring process and return results to districts and charters via *Rapid Reports*, but will also submit assessment results directly to ADE.

SAIS Transaction 12, "Student Assessment," will be disabled and LEA personnel will no longer be responsible for submitting assessment results to ADE. From FY09 forward, Pearson assumes full responsibility for the submission of assessment results.

Pearson has devised procedures to ensure that they will have all data necessary to report complete and accurate assessment results to ADE. We strongly recommend that LEA personnel become familiar with and strictly adhere to those procedures. Pearson will not accept assessments for scoring that do not include all required data. However, certain information (i.e., the date indicated as when the assessment was administered) cannot be verified by Pearson. Because procedures to make changes to data submitted to ADE by Pearson are complicated, we strongly recommend that LEA personnel take great care to ensure that all data, including assessment date, are verified as complete and accurate before assessments are submitted to Pearson for final scoring.

The Student Detail Reports that display assessment results that reside in SAIS (i.e., SDELL70 Assessment Search Report, SDELL72 Assessment Report) continue to be generated by ADE. These reports are available to registered users of the Student Detail Data Interchange on ADE's Common Logon immediately after assessment results are submitted by Pearson and processed successfully in SAIS.

In prior years, LEA personnel determined and submitted the Overall Assessment Result (i.e., Initial FEP, ELL, Reclassified FEP, ELLAR, Continuing FEP). From FY 2009 forward, SAIS will determine the Overall Assessment Result from the Overall Proficiency (Performance) Level indicated by Pearson and in consideration of all other assessment records that exist in SAIS for a student.

Example 1 – SAIS classifies this student as Initial FEP

- Student has no previous assessment record in SAIS from any educational entity.

- Student's Overall Proficiency Level is Proficient.

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[1] Harcourt is now owned by Pearson. ADE personnel will often use the names Harcourt and Pearson interchangeably when referring to the company that publishes and scores the AZELLA. From FY09 forward, Pearson will also submit student assessment results to ADE.

Example 2 – SAIS classifies this student as ELL

- Student has either no or at least one previous assessment record in SAIS from any educational entity. *(Note: When one or more records are found, the most recent record must show the student as having been eligible to participate in an ELL program.)*

- Student's Overall Proficiency Level is Pre-Emergent, Emergent, Basic or Intermediate.

Example 3 – SAIS classifies this student as Reclassified FEP

- Student has at least one previous assessment record in SAIS from any educational entity. *(Note: When one or more records are found, the most recent record must show the student as having been eligible to participate in an ELL program.)*

- Student's Overall Proficiency Level is Proficient

Example 4 – SAIS classifies this student as ELLAR

- Student has at least one previous assessment record in SAIS from any educational entity. *(Note: When one or more records are found, the most recent record must show the student as having been Reclassified FEP or Continuing FEP.)*

- Student's Overall Proficiency Level is Pre-Emergent, Emergent, Basic or Intermediate.

Example 5 – SAIS classifies this student as Continuing FEP

- Student has at least one previous assessment record in SAIS from any educational entity. *(Note: When one or more records are found, the most recent record must show the student as having been Reclassified FEP or Continuing FEP.)*

- Student's Overall Proficiency Level is Proficient.

In order to provide ample opportunity for Pearson and ADE to work through technical issues associated with the submission of assessment results, SAIS Student Integrity is not expected to validate a student's eligibility to participate in an ELL program during Fiscal Year 2009 until January 1, 2009. This means that until January 1, the Integrity processing status of students participating in an ELL program will be unknown. We strongly recommend that appropriate LEA personnel review the ADE generated Student Detail Reports that display the program participation status (SDELL71) and assessment results (SDELL72) well before January 1 to ensure that each ELL program participant has a record of assessment in SAIS justifying program participation (Overall Assessment Results – ELL or ELLAR).

AZELLA Form AZ-1 Demographic Page

Uses for Box 8 (Other Information)

(For School Year 2008-2009)

- Enter the date the student was assessed in positions **A-F** (mmddyy) (i.e., 081508).
  - *Now, more than ever before, this is a very important piece of information. Not only will the date the student was assessed with the AZELLA be printed on the AZELLA Student Report, but also this date will be the date that SAIS will recognize as the date the student was assessed. If this is left blank, Pearson will report to SAIS a date that is later than the actual date the student was assessed. As a student's entry into a language program must be on or after the date of assessment, this discrepancy could result in language program participation integrity issues in SAIS.*

- In position **G**, this box should be left blank, with no bubbles filled in underneath.

- Use position **H** to enter the number **6** only to indicate if the former English language learner student is being assessed for reevaluation (Continuing FEP Year 1 & 2 monitored students).
  - *This is optional for the Districts/Charter Holders.*

- If applicable, use positions **I & J** to enter the number **18**. This identifies the student as a private or parochial school student that was assessed by your district at that school's request. Pearson scoring knows that a student with an 18 in this position on the demographic page is a private or parochial school student and does not need a SAIS ID Number.

- Be sure to fill in the appropriate bubbles under each entry you make.

- Whatever you enter into **"Box 8"** is printed on the **AZELLA Student Report** in the **"Other Info"** section directly under the Test Date.

Revised: 08-29-08

High School Level AZ -1

1 STUDENT NAME

SCHOOL DISTRICT

TEACHER

GENDER

SCHOOL

GRADE

DATE OF BIRTH

TEST DATE (Month/Year)

2 LAST NAME | FIRST NAME | MI

(Name bubble grid: A–Z columns)

3 DATE OF BIRTH

Month: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Day: 0 1 2 3 4 5 6 7 8 9
Year: 19, 20

4 GENDER
○ Female
○ Male

5 RACE/ETHNICITY
○ A (Asian)
○ B/AA (Black or African American)
○ H/L (Hispanic or Latino)
○ NA (Native American)
○ NH/PI (Native Hawaiian or other Pacific Islander)
○ W (White)
○ Other

6 GRADE
○ K ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6
○ 7 ○ 8 ○ 9 ○ 10 ○ 11 ○ 12 ○ 13

7 STUDENT SAIS NUMBER
0 1 2 3 4 5 6 7 8 9

8 OTHER INFORMATION
A B C D E F G H I J
0 1 2 3 4 5 6 7 8 9

9 SPECIAL SERVICES
○ A ○ D
○ B ○ E
○ C

10 FOR TEACHER USE ONLY — SPECIAL CONDITIONS
○ 1 ○ 6 ○ 11 ○ 16
○ 2 ○ 7 ○ 12 ○ 17
○ 3 ○ 8 ○ 13 ○ 18
○ 4 ○ 9 ○ 14 ○ 19
○ 5 ○ 10 ○ 15 ○ 20

11 HOME LANGUAGE

○ English
○ Spanish
○ Arabic
○ Cambodian
○ Cantonese
○ Czechoslovakian
○ Dutch
○ Filipino
○ Finnish
○ French
○ German
○ Greek
○ Hebrew
○ Hungarian
○ Italian
○ Japanese
○ Korean
○ Laotian
○ Mandarin
○ Polish
○ Portuguese
○ Romanian
○ Russian
○ Thai

○ Ukrainian
○ Vietnamese
○ Serbo-Croatian (formerly Yugoslavia)
○ Other Non-Indian
○ Navajo
○ Apache (San Carlos)
○ Apache (Whiteriver)
○ Chemehuevi
○ Cocopah
○ Hopi
○ Hualapai
○ Kaibab-Paiute
○ Maricopa
○ Mohave
○ Tohono O'odham
○ Pima
○ Supai
○ Tewa
○ Yaqui
○ Yavapai
○ Yuma
○ Other Indian
○ Ashanti

5 6 7 8 9 10 11 12 BCDE

Place Pre-ID Label Here

SAIS Related ELL Student Assessment Rules for FY 2009

This document describes rules used in SAIS to validate student participation in English Language Learner programs. Please note that the ADE Office of English Language Acquisition Services (OELAS) issues additional regulations relating to student assessment.

1. Each student in a language program must have a record of an assessment administered within the current or past fiscal year in SAIS. The assessment date must be on or prior to the student's language program participation start date for the current school year.

2. The assessment administered on or prior to a student's language program participation start date must demonstrate that the student is in need of language program assistance. (Overall Assessment Result = *ELL*, or *ELL After Reclassification*)

3. The date submitted for each sub-portion of the assessment must be the date the sub-portion of the assessment was administered.

4. The date submitted for each sub-portion of the assessment must be within the fiscal year identified in the header of the SAIS submission file. *(See rule 6 for additional details.)*

5. Assessments may be administered on non-school days.

6. Results for assessments administered in Fiscal Year 2009 may only be submitted by Pearson Educational Measurement, the third party that publishes AZELLA and finalizes assessment scoring. *(Should it be necessary to submit results for assessments administered prior to Fiscal Year 2009, the results must be submitted by the LEA that administered the assessment through the use of SAIS Transaction 12 – "Student Assessment," within a file designated for that fiscal year.)*

7. Up to three assessments will be allowed to be recorded in SAIS per student per fiscal year for any individual district or charter holder.

8. Students who have not reached 5 years of age by January 1 are ineligible for placement in an ELL program, and therefore, should not take a language assessment.

9. All students at all grade levels who are subject to taking the language assessment are required to attempt each sub-portion of the assessment and generate scores for each sub-portion accordingly.

10. SAIS will issue an Integrity warning when a student has a record of an Overall Assessment Result of Reclassified FEP indicating that the student should be withdrawn from the ELL program before the end of the school year.

Upload/Download Procedures in SAIS (ELL)

This document is intended to provide information regarding the procedures that are necessary to exchange data with the SAIS Student Detail Database using a web browser to access the Student Detail Data Interchange (SDDI). The information may not be applicable to end users who have added utilities to their student management system (SMS) to take advantage of the automatic upload and download capabilities of SAIS. It is also important to note that the functionality required to use the features described here for those that use SDDI may not be available in every SMS.

Step-by-Step Instructions for Submitting (Uploading) Files to SAIS

1. Enter all information required for SAIS reporting into the student management system (SMS).

2. Validate that the information is complete and accurate.

3. Follow the procedures specified by the SMS vendor or local system developer necessary to create and save a submission file.

4. Navigate to the Common Logon on the ADE web site at https://www.ade.az.gov/commonlogon.

5. Enter your username and password.

6. Select "Student Detail Data Interchange" from the Application Access Menu.

7. Select the individual school for which you are submitting a file from the dropdown menu. If you are submitting a file at the district/charter holder level, leave the selection as it is initially displayed.

8. Click "Upload Area."

9. Enter the path and file name or "Browse" for the file you wish to submit. *(The extension of the file will be .sdf or .xml.)*

10. Click "Go."

Notes:

- *Though a message that the file has been successfully submitted is usually displayed shortly after upload, it is still necessary to follow the directions below to check file processing status.*

- *File processing time may vary (from minutes to days) based on system activity.*

11. Click "Status Area."

12. Enter information to limit the number of files returned by sequence number range, date range, or just click "Go" *(recommended)* to return the status for all submitted files for the selected fiscal year.

Significance of file and transaction level status messages

Files submitted to the Student Detail Data Interchange normally contain numerous transactions. Before transactions are processed, the file is checked against certain criteria for validity. File level status messages relate to the file as a whole and may indicate that the file is waiting to be processed, is processing, has processed successfully, has processed with errors or has transactions that are still pending. Additional information regarding the status of a failed file is available by clicking the "Failures" link associated with the submitted file in the "Status" area. Likewise, additional information is available for files that process successfully, with transactions pending student matching or with errors, by clicking the "Transactions" link associated with the submitted file. Common file status messages include:

- **File is being processed** (Self explanatory – See Note 1. below for more information)

- **File is waiting to be processed** (Self explanatory – See Note 1. below for more information)

- **File processed, but contains transactions pending student matching** (see Notes 1. and 2. below)

   1. The submitter should not make subsequent submissions while files are waiting to be processed, processing or have pending transactions. It is strongly suggested that the submitter wait for the status message to change to show that processing is complete before downloading results and/or submitting another file.

   2. Often, when a Student Enrollment Transaction is submitted without a SAIS ID, the transaction is moved to a queue for manual matching to determine whether the student is new to SAIS or has already been assigned a SAIS ID. Matching is done by ADE Support Center personnel. The status message is changed once the Support Center completes the matching process. For more information regarding matching, please see "Essential Information about Obtaining and Using SAIS IDs," available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star/

- **File processed successfully**
   The file, as well as each transaction contained within the file, has passed all Import validity checks. Each transaction has modified the SAIS Student Detail Database (added, changed or deleted information).

- **File processed with errors**
   The file has passed all validity checks, but some or all of the transactions contained within the file have not. Each transaction that processed successfully has modified the SAIS Student Detail Database (added, changed or deleted information). No modifications were performed for transactions that failed. Additional information in the form of an error message is available by first clicking the "Transactions" link associated with the file and then the "Failures" link associated with each failed transaction.

- **File rejected due to validation errors**
   The file failed a validity check and did not process. No individual transactions are processed when a file is rejected. The submitter must address the problems that caused the file to reject and resubmit the file (same sequence number). Additional information in the form of an error message is available by clicking on the "File Errors" link associated with the file.

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Step-by-Step Instructions for Downloading Results from SAIS

SAIS generates several files and reports which are available for use by submitters through a download process. The instructions below are for downloading the reports that are specific to verifying the SAIS data related to students who participate in English Language Learner programs.

SDELL71 (School or District/Charter Holder Level Report)

The SDELL71 report lists all relevant data that currently reside in SAIS pertaining to each student's language needs and English Language Learner program participation. The report will also identify students whose ELL records have failed in Integrity processing.

Note: Skip steps 1-3 if you are already on the Student Detail Data Interchange. Skip step 4 if you wish to download the report at the district/charter holder level.

1. Navigate to Common Logon on the ADE web site at https://www.ade.az.gov/commonlogon.

2. Enter your username and password.

3. Select "Student Detail Data Interchange" from the Application Access Menu.

4. Select the individual school for which you wish to view an SDELL71 report from the dropdown menu.

5. Click "Download Area."

6. Verify or enter the fiscal year for which you wish to view a report.

7. Select SDELL71.

8. Select the appropriate format. Choose from Portable Document Format, XML or Simple Text.

   Note: We normally recommend using Portable Document Format (PDF) to view this report. This requires the use of Adobe Acrobat Reader. A free version of Acrobat Reader is available for download at http://www.adobe.com

9. Click "Go."

10. Determine if the report is to be saved and if so, where it will be saved, or open the report for immediate viewing and/or printing.

SDELL72 and SDELL70 (School or District/Charter Holder Level Reports)

The SDELL72 and 70 reports list all relevant data that currently reside in SAIS pertaining to each student's language assessment (AZELLA results). The SDELL72 displays results of assessments administered during the fiscal year selected for all students who attend a particular school or for all students within the district or charter. The SDELL70 displays all assessment results for a particular student.

Note: Skip steps 1-3 if you are already on the Student Detail Data Interchange. Skip step 4 if you wish to download the report at the district/charter holder level.

1. Navigate to Common Logon on the ADE web site at https://www.ade.az.gov/commonlogon.

2. Enter your username and password.

3. Select "Student Detail Data Interchange" from the Application Access Menu.

4. Select the individual school for which you wish to view an SDELL72 report from the dropdown menu. The SDELL70 report may also be accessed at the school level; however, the report displays the same information if it is accessed at the school or district/charter holder level.

5. Click "Download Area."

6. Verify or enter the fiscal year for which you wish to view a report.

7. Select SDELL72 or SDELL70.

8. Select the appropriate format. Choose from Portable Document Format, XML or Simple Text.

   Note: We normally recommend using Portable Document Format (PDF) to view these reports. This requires the use of Adobe Acrobat Reader. A free version of Acrobat Reader is available for download at http://www.adobe.com

9. Enter the student's SAIS ID if you are downloading the SDELL70, otherwise skip to step 10.

   Note: A record of a school membership in the requesting school, district or charter holder must exist in SAIS during the fiscal year for which an SDELL70 Assessment Search Report is requested.

10. Click "Go."

11. Determine if the report is to be saved and if so, where it will be saved, or open the report for immediate viewing and/or printing.

SDELL73 (School or District/Charter Holder Level Report)

The SDELL73 report lists aggregated counts of ELL assessments administered during the selected fiscal year. Totals are listed by assessment result and also indicate which records, if any, are failing Integrity or for which Integrity has not run.

Note: Skip steps 1-3 if you are already on the Student Detail Data Interchange. Skip step 4 if you wish to download the report at the district/charter holder level.

1. Navigate to Common Logon on the ADE web site at https://www.ade.az.gov/commonlogon.

2. Enter your username and password.

3. Select "Student Detail Data Interchange" from the Application Access Menu.

4. Select the individual school for which you wish to view an SDELL73 report from the dropdown menu.

5. Click "Download Area."

6. Verify or enter the fiscal year for which you wish to view a report.

7. Select SDELL73.

8. Select the appropriate format. Choose from Portable Document Format, XML or Simple Text.

   Note: We normally recommend using Portable Document Format (PDF) to view this report. This requires the use of Adobe Acrobat Reader. A free version of Acrobat Reader is available for download at http://www.adobe.com

9. Click "Go."

10. Determine if the report is to be saved and if so, where it will be saved, or open the report for immediate viewing and/or printing.

Student Integrity Status Report (School or District/Charter Holder Level Report)

This report shows the current Integrity status of student records. The user may apply filters to see results only for a specific Integrity run *(i.e., ADM, October Enrollment, Year End Enrollment, SPED or ELL)* or choose to see all Integrity errors. The user may also select an option to view Integrity failures and related error messages only or to see all messages including Integrity warnings.

Students whose records pass Integrity checking processes and have no Integrity warnings will not be included in this report.

Note: Skip steps 1-3 if you are already on the Student Detail Data Interchange. Skip step 4 if you wish to download the report at the district/charter holder level.

1. Navigate to Common Logon on the ADE web site at https://www.ade.az.gov/commonlogon.

2. Enter your username and password.

3. Select "Student Detail Data Interchange" from the Application Access Menu.

4. Select the individual school for which you wish to view a Student Integrity Status Report from the dropdown menu.

5. Click "Download Area."

6. Verify or enter the fiscal year for which you wish to view the report.

7. Select Student Integrity Status Report.

8. Select the appropriate format. Choose from XML or Simple Text.

   Note: We normally recommend using XML format to view this report. Depending on computer configuration, some users may have to save the file before it will open. Those who use Microsoft Windows XP may be able to change some security settings to enable the file to open directly in a browser window without first saving it.

9. Apply the filter to show only ELL related Integrity messages if desired.

10. Leave "Retrieve Failures Only" set to "Yes" unless you wish to view Integrity warnings as well as failures.

11. Click "Go."

12. Determine if the report is to be saved and if so, where it will be saved, or open the report for viewing.

13. If the report was downloaded in XML format, and if error messages exist, click on red exclamation marks to open each record for viewing or click on "Expand All."

SDADMS71-1 (School or District/Charter Holder Level Report)

This report details all personal information and all information pertaining to school membership that currently reside in SAIS for individual students who attend a school within the district or charter. Data must reside in SAIS that shows that the student has, or has had, a period of membership in a school

within the district or charter during the selected fiscal school year at the time this report is requested. Otherwise, the report will be blank. Those who must verify data for students who participate in English Language Learner programs may wish to use this report to determine the entry and/or withdrawal dates applicable to an individual student's school membership that reside in SAIS.

Note: Skip steps 1-3 if you are already on the Student Detail Data Interchange. Skip step 4 if you wish to download the report at the district/charter holder level..

1. Navigate to Common Logon on the ADE web site at https://www.ade.az.gov/commonlogon.

2. Enter your username and password.

3. Select "Student Detail Data Interchange" from the Application Access Menu.

4. Select the individual school for which you wish to view an SDADMS71-1 report from the dropdown menu.

5. Click "Download Area."

6. Verify or enter the fiscal year for which you wish to view the report.

7. Select SDADMS71-1.

8. Select the appropriate format. Choose from Portable Document Format, XML or Simple Text.

   Note: We normally recommend using Portable Document Format (PDF) to view these reports. This requires the use of Adobe Acrobat Reader. A free version of Acrobat Reader is available for download at http://www.adobe.com*.*

9. Enter the student's SAIS ID.

10. Click "Go."

11. Determine if the report is to be saved and if so, where it will be saved, or open the report for viewing.

Other downloads

Several other reports are available for download from the same page. Please see "The SAIS Student Detail Reports," available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star for more information on the Student Detail Reports.

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Requesting District ID: **00-02-98**

Requesting District Name: XYZ Unified School District

School CTDS   **School Name**

00-02-98-001   **XYZ Elementary School**

Integrity Result

Failed

SAIS ID	Last Name	First Name	Gender	Language Status	Track	Grade	Program	Service Entry	Service Exit	Withdrawal Reason
22334455	Bird	Big	M	New	1	KG	A	08/18/2008	-	N/A
11223344	Grouch	Oscar	M	Continuing	1	5	A	08/18/2008	-	N/A

Integrity Result

Passed

SAIS ID	Last Name	First Name	Gender	Language Status	Track	Grade	Program	Service Entry	Service Exit	Withdrawal Reason
456789	Fraggle	Red	F	New	1	KG	A	08/18/2008	-	N/A
8765432	Smiley	Guy	M	New	1	1	A	08/25/2008	-	N/A
888888	Duck	Daisy	F	New	1	4	A	09/15/2008	-	N/A
1234567	Duck	Donald	M	Continuing	1	5	A	08/18/2008	-	N/A
2345671	Mouse	Mickey	M	Continuing	1	5	A	08/18/2008	-	N/A
555666	Snuffleupagus	Aloysius	M	Continuing	1	6	A	08/18/2008	09/26/2008	Withdrawn from School

*Student has a valid Need, but no associated program/service for this Need.

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https://www.ade.az.gov/sdetail/download/

Google

Student Detail

ARIZONA
DEPARTMENT OF
EDUCATION

Status and Download Area

Student Integrity Status Report

ELL Integrity (Failures Only)

XYZ Elementary School

00-02-98-001

See below the results of your request

Download Instructions: Go to the **File->Save As** menu to store the XML file in your local disk (use XML as the file extension).

Sort Transaction By: ○ Student Last Name ◉ SAIS ID

Expand All   Collapse All

🔴 SAIS ID= **11223344** , Student Name= **Oscar Grouch** , School Student ID= **31666** Student Status= **Invalid**
  🔴 Integrity Type= **Integrity Check For Language Census** , Frequency= **N/A** , Period= **N/A** , Status= **Invalid**
    📄 Error Code= **-44347** , Error= **There must be a corresponding Grade membership for each day of an ELL service. ;SchoolCTDS= 00029801 ; GradeEndDate= 10/15/2008 ';**
    ELLEndDate= , Transaction Id= **1419470327** , Date= **2008-10-17 T12:19:12.530** Severity= **Failure**

🔴 SAIS ID= **22334455** , Student Name= **Big Bird** , School Student ID= **29263** Student Status= **Invalid**
  🔴 Integrity Type= **Integrity Check For Language Census** , Frequency= **N/A** , Period= **N/A** , Status= **Invalid**
    📄 Error Code= **-44401** , Error= **Student must have an Assessment within the current or past fiscal year of the language program start date.** , Transaction Id= **1408764952** , Date=
    2008-10-17T18:31:20.507 Severity= **Failure**

Back   Home

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Requesting District ID: 00-02-98

Requesting District Name: XYZ Unified School District

SAIS ID	Last Name	First Name	Middle Name	Birth Date	Last Name Student Goes By	Nick Name	Name Extension	Responsible Party Last Name	Responsible Party First Name
11223344	Grouch	Oscar	The	04/01/1998	Grouch	N/A	N/A	Henson	James

Race	Gender	Birth Country Code	Birth State	Foreign Exch	Home Lang	Tribal Name	Normal Grad Year	Summer Withdrawal Code	Summer Withdrawal Date
W	M	US	NY	No	00	N/A	0	N/A	N/A

School CTDS	School Name	School Student ID	Membership Type	Enrollment Activity	Track Number	Entry Date	Withdrawal Activity	Withdrawal Date	Year End Status
000298-001	XYZ Elementary School	31666	M	E1	1	08/18/2008	W1	10/15/2008	N/A

Grade	Start	End	Grade Exit Code	Register ID
5	08/18/2008	10/15/2008	W1	0001

Funded DOR	Start	End
00-22-98	08/18/2008	10/15/2008

Requesting District ID: 00-02-98

Requesting District Name: XYZ Unified School District

School CTDS　　　　**School Name**

00-02-98-001　　　　**XYZ Elementary School**

Integrity Result

Passed

SAIS ID	School CTDS	Last Name	First Name	Gender	Grade	Type	Date	Score	Prof Level	Result	Total Composite Scaled Score	Overall Prof Level	Overall Assessment Result	Codes
456788	00298001	Monster	Cookie	M	KG	Oral	08/18/2008	652	Proficient	N/A	590	Proficient	Initial FEP	N/A
456788	00298001	Monster	Cookie	M	KG	Reading	08/18/2008	668	Proficient	N/A	590	Proficient	Initial FEP	N/A
456788	00298001	Monster	Cookie	M	KG	Writing	08/18/2008	519	Basic	N/A	590	Proficient	Initial FEP	N/A
456789	00298001	Fraggle	Red	F	KG	Oral	08/18/2008	435	Emergent	N/A	430	Pre-Emergent	English Language Learner	N/A
456789	00298001	Fraggle	Red	F	KG	Reading	08/18/2008	456	Emergent	N/A	430	Pre-Emergent	English Language Learner	N/A
456789	00298001	Fraggle	Red	F	KG	Writing	08/18/2008	389	Pre-Emergent	N/A	430	Pre-Emergent	English Language Learner	N/A
8765432	00298001	Smiley	Guy	M	1	Oral	08/25/2008	614	Proficient	N/A	585	Basic	English Language Learner	N/A
8765432	00298001	Smiley	Guy	M	1	Reading	08/25/2008	563	Basic	N/A	585	Basic	English Language Learner	N/A
8765432	00298001	Smiley	Guy	M	1	Writing	08/25/2008	554	Emergent	N/A	585	Basic	English Language Learner	N/A
888888	00298001	Duck	Daisy	F	4	Oral	09/15/2008	684	Proficient	N/A	657	Intermediate	English Language Learner	N/A
888888	00298001	Duck	Daisy	F	4	Reading	09/15/2008	637	Intermediate	N/A	657	Intermediate	English Language Learner	N/A
888888	00298001	Duck	Daisy	F	4	Writing	09/15/2008	640	Intermediate	N/A	657	Intermediate	English Language Learner	N/A

Note: Scaled scores for this sample report are provided for illustrative purposes only and may not correlate directly to Proficiency Levels and to Overall Assessment Results.

Requesting District ID: 00-02-98

Requesting District Name: XYZ Unified School District

School CTDS   School Name

00-02-98-001   XYZ Elementary School

Assessment Result	Passed Integrity	Failed Integrity	Not Run	Total
Reclassified Fluent English Proficient (Reclassified FEP)	0	0	0	0
Initial Fluent English Proficient (Initial FEP)	1	0	0	0
ELL After Reclassification (ELLAR)	0	0	0	0
Continuing Fluent English Year 1	0	0	0	0
Continuing Fluent English Year 2	0	0	0	0
English Language Learner (ELL)	3	0	0	0
Total Student Count	4	0	0	4

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